

Executive Registry
77-2731

4 November 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:
Special Assistant to the DCI

SUBJECT: Questions Regarding Handicapped Employees

As a result of his 2 November meeting with a group of handicapped employees, the Director has asked for information regarding handicapped employees, appropriate review and recommendations on a number of issues raised during the meeting, and issuance of a reminder to the guard force to observe rules regarding parking. Please forward your response to the Director as soon as possible.

1. How many handicapped are employed by the Agency and in what categories are their handicaps?
2. How do we determine who is handicapped?
3. What is the role of the Handicapped Advisory Committee? How are its members selected? Does it meet regularly? To whom does the Committee submit its advice? What publicity is given to the Committee, its availability, its meetings, its recommendations? What can be done to publicize the Committee among our employees?
4. What medical standards do we apply for hiring handicapped, and for certifying them for overseas duty? How do these compare with the standards used by other Government agencies?
5. It has been suggested that the Agency hire a certified interpreter for the deaf on a full-time basis to be available to help deaf applicants and employees in interviews, meetings, training courses, etc. Is this desirable? Cost? How many part-time certified interpreters for the deaf do we have available for such duties?

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6. Concern has been expressed about the adequacy of emergency provisions for handicapped employees -- how do wheel chairs get down the stairways in case of fire; how do deaf employees become aware of an emergency such as a fire, especially when they are in a rest room or an isolated place outside their normal office; do we know where handicapped employees are; are the fire wardens and guards aware of handicapped personnel in the areas under their immediate jurisdiction, and are they trained to help them in an emergency, etc.? It appears that this is a subject that needs prompt review to ensure that we have made adequate provision to accommodate handicapped employees in an emergency.

7. What provisions do we have for the work-related transportation of handicapped employees? Can our buses or vans be equipped with lifts and wheelchair tiedowns, for example? What would the cost be? What are the Government standards for such provisions? Are we complying?

8. Are we in compliance with regulations/guidelines on conforming our buildings to the needs of handicapped employees? The Director was told that [] was virtually inaccessible to many handicapped employees who thereby were denied the opportunity for training and other experiences valuable to their advancement. What can we do to accommodate such employees either by making courses available to them elsewhere or providing appropriate facilities at [] and elsewhere?

9. An example of disregard for provisions for the handicapped (police patrol vehicles regularly parking in a "No Parking" zone blocking a wheel chair ramp into a building) prompted the Director's request that the guard and patrol forces be reminded of their responsibility to observe the rules, including parking and driving regulations, as are all employees and visitors.



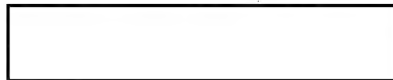
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*Good point -
Permit*

7 November 1977

MEMORANDUM: Director of Central Intelligence

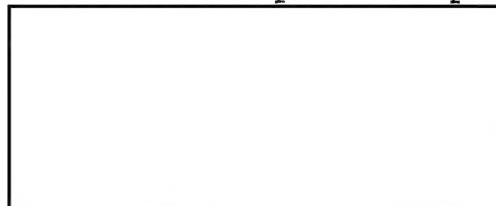
FROM :



1. Employee Bulletin #598 dated 18 May 1977 contains the text of Harlan Cleveland's talk on Ethics In Public Service. Preceding this is a transcript of your introductory comments. A copy of these is annexed. It is obvious that this was taken verbatim from your presentation without editing.

2. While this introduction no doubt sounded casual and off hand, when voice inflection and other aspects of the spoken presentation are eliminated it loses much of its effectiveness.

3. In the future, we should ensure that any transcriptions of your spoken comments are edited prior to publication.



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DDA

Address by Ambassador Harlan Cleveland
in the CIA Auditorium
Tuesday, 10 May 1977

Director of Central Intelligence: Good afternoon. We are very pleased this afternoon to have Ambassador Harlan Cleveland with us to talk on the topic of "Ethics--In Public Service." This is a topic that is very meaningful for everyone of us in the intelligence business. As some of you may know, I have been taking my own hand at trying to write a code of ethics for the Intelligence Community. I have asked outsiders to help me. I have asked other members of the Community to help me. I am not doing very well. It is not easy. In addition, I am not sure whether we should have a written code of ethics for our profession; but it is interesting and helpful to explore and to think the problems through, and we are very, very fortunate this afternoon to have Ambassador Cleveland to stimulate our thinking in this direction, because the topic of the ethics of what we do is something that must be on the foremost part of our mind every day in everything we undertake with the extraordinary responsibilities and privileges that are given to us as members of the nation's Intelligence Community. Ambassador Cleveland comes with tremendous credentials to explore this with us--credentials in running sizeable governmental operations, in having been an Ambassador, and having been Dean of a famous school of public service with largely, perhaps a lot of, orientation towards foreign affairs. I think the President of a major university, the University of Hawaii, and great foreign affairs connections to it, having been publisher of a magazine, a great breadth of experience will contribute to his vision of our problem and the problem of all government people in the field of ethics in making that compatible with their public service. Mr. Ambassador, please, we are very grateful to have you here.

Ambassador Cleveland: Thank you very much, Admiral. I don't promise to solve the problem that you are struggling with, but I'm certainly going to talk about it. The sponsors of this extraordinary lecture series asked me only two questions. One was whether they should address mail to my home in case I did not want my colleagues in the office to know that I was doing business with you. For reasons that will be clear from what I am about to say to you, I replied with some version of Ralph Waldo Emerson's dictum, "If you would not be known to do anything, never do it."

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ADDA
9 Nov 77

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DDA 77-5994

Remarks:

Herb and I have conferred
and will handle the same
way we handle "Notes". Bret
will edit.

Nurie

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Michael J. Malanick, Acting DDA

17 Nov 77

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Remarks:			
<p>Suggest you & Herb confer on this, & see how such matters should be handled.</p>			
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(EXECUTIVE REGISTRY FILE)

"Suggest you & Herb confer on this, & see how such matters should be handled. /s/Jack B."

Att: Memo dtd 7 Nov 77 to DCI fr [redacted]
re editing transcriptions of DCI spoken comments prior to publication